

EMPLOYMENT POLICY

# Attendance

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## 1. Scope & Purpose

- 1.1. This policy provides employees of the Lothian Group with the procedures and guidelines to follow in relation to absence from work. Absence can vary from short intermittent periods to a continuous period of long-term absence. The Lothian Group believe that employees who are absent should be treated fairly and consistently. It also recognises that high levels of absence adversely affect efficiency, productivity, morale and therefore impact upon the ability to provide services to our customers.
- 1.2. This policy applies to all the Lothian Group employees regardless of service or contract status.
- 1.3. The key aims of the policy are:
  - To provide clear guidance for employees so they know what to do when they are unable to attend work.
  - To provide clear guidance to what an employee should expect when they return to work.
  - To give guidance on what options employees have open to them should they be unable to attend work due to domestic or personal reasons.
  - To ensure confidentiality throughout to allow employees to be open and honest about their reasons for being unable to attend work.
  - To make resources and support available to employees with health problems.
  - To help open communication with employees and where possible offer appropriate support and help them get back to work i.e. use of Occupational Health or counselling services.
  - To keep the Lothian Group operating within current legislation and best practice.
  - To help monitor attendance more effectively with accurate information.

## 2. Definitions

- 2.1. **Absence** is defined as a period of time when an employee is not present at work when they are contractually obliged to be. For Drivers this includes any overtime duties not cancelled within the agreed notice period of 3 days prior to the overtime duty taking place. **Absence** does not include annual leave or the types of leave specified under the Family Friendly or Other Leave policies.
- 2.2. **Short Term Absence** is intermittent absences, of 28 days or less. Depending on its duration, it may be self-certificated (one calendar week or less) or medically certificated (8 days or more).
- 2.3. **Long Term Absence** is a continuous absence from work that is over 28 days.
- 2.4. **Call Offs (Drivers only)** occurs when a Driver has come into work but has not been able to complete their full contractual working day.
- 2.5. **Lateness** is when an employee is not at their workplace, prepared to start work for their scheduled start time. Repeated lateness may be classed as a conduct issue and as such will be dealt with under the Lothian Group's Disciplinary policy & procedure.

### 3. Policy & Key Principles

#### Reporting and Returning from Sickness Absence

- 3.1. This policy provides a way of maximising attendance at work and handling absence in a fair and consistent manner. All employees have a contractual responsibility to attend work and are expected to do everything they can to facilitate their return-to-work following absence.
- 3.2. Employees are expected to be responsible for managing their own health and wellbeing. The Lothian Group, however, recognises that employees may need to take time off work for a variety of reasons and will where appropriate offer support and assistance to enable them to facilitate their return to work and fulfil their role effectively.
- 3.3. **All Employees** (includes drivers and catering employees):  
If an employee is absent from work, they are required to telephone their Manager / Supervisor (or another appropriate Manager or supervisor) at the earliest opportunity possible and no later than one hour (unless in exceptional circumstances) before their scheduled start time to advise of their absence.

It is not acceptable or appropriate to leave a voicemail, send an email/text or use other social media or ask another person to make contact. Only in the event an employee is seriously incapacitated or unable to speak, can they ask a family member or friend to call on their behalf. For drivers who have difficulties in contacting their department, notification should be made on the 24-hour control line (0131 557 8766).

When a driver is fit to return to work, they should inform their Manager/Supervisor no later than 12 hours prior to the day of return in order to guarantee their own duty on the rota. If a driver calls after this, they will be given a shift if available.

For more information on drivers returning from sickness absence, please see Section 5.3.

- 3.4. **Engineering:**  
If an employee is absent from work, they must call at the earliest opportunity and no later than one hour prior to the beginning of their shift. They are required to talk to an Engineering Manager or Supervisor or the most senior person in the workplace when they call.

When an employee is fit to return to work, they should inform their Engineering Manager or Supervisor no later than 3.00pm prior to the day of return or their shift will be covered.

- 3.5. **For all Group Employees**, the following details should be provided:

- The nature of the illness or injury, if comfortable to disclose
- The expected length of absence from work if known
- Contact details if necessary.

- Any outstanding or urgent work that requires attention.

Managers should ensure that:

- They have clarified the most up to date contact details with the employee in case there has been a change in circumstances.
- Any sickness absence that is notified to them is recorded on the appropriate recording system
- Arrangements are made, where necessary, to cover work and to inform colleagues and clients while maintaining confidentiality.

Please note that if an employee is not sick but cannot attend work for some other substantial reason i.e. a family emergency, this is recorded as the employee being absent, and this is unpaid. Please refer to the 'Other Leave' policy.

### 3.6. **Keeping in touch**

Employees should keep their Manager/ Supervisor updated in regard to their length of absence. It is important that regular contact is maintained during an employee's absence.

#### **Drivers – keeping in touch**

Drivers should keep in touch with their Supervisor/Manager and contact them on Day 1 and Day 4 of their absence.

For sickness absence of up to seven calendar days employees must complete a self-certification/return to work form which is available from their Manager on the day they return to work.

- 3.7. If an employee is likely to be absent for more than seven calendar days, they are expected to keep in regular contact with their Manager/ Supervisor. It is the employees' responsibility to keep their Manager/ Supervisor informed of their absence. Employees will also need to submit a 'Statement of Fitness for Work' certificate from their doctor detailing their illness from the 8<sup>th</sup> calendar day of absence if they have not already submitted one. This should be forwarded to the employee's Manager/ Supervisor as soon as possible. Medical certificates must be consecutive and it is the employees' responsibility to submit these on the due date. Failure to do so will result in loss of sick pay unless they have advised your Manager/Supervisor of a problem in seeing their GP and the appropriate certificate is subsequently submitted.

### 3.8. **Welcome Back meetings**

Following a spell of absence, a 'Welcome Back' meeting will be carried out with the employee's Manager/Supervisor ideally within 48 hours of the employee's return to work (or as soon as is practical) and will take place after every occurrence of absence in order to gain a full understanding of the cause of the absence.

A Welcome Back meeting enables the Manager/Supervisor to confirm the details of the absence and to check that the employee is well and able to resume their duties. It also gives the employee the opportunity to raise any concerns or questions they may have, and to bring

any relevant matters to the attention of the Manager/Supervisor. An employee has a responsibility to provide any relevant medical information to their Manager/Supervisor, especially if it may have an impact on their ability to do their role.

Where an employee's doctor has provided a certificate stating that they "may be fit for work" the employee's Manager will discuss any additional measures at the Welcome Back meeting that may be needed to facilitate the return to work, taking into account the employee's doctor's advice and accommodate this, where reasonably possible.

Recommendations given by a doctor are not binding on the organisation and therefore if it is not deemed possible to make the adjustments, this should be explained to the employee and their Manager/Supervisor should seek advice from HR. Where the Manager/Supervisor has a genuine concern whether an employee is fit to return to work then they may, with the employee's consent, seek advice from their GP or refer to the Lothian Group's Occupational Health provider.

### **3.9. Unauthorised absence (AWOL)**

Employees have a contractual obligation to present themselves for work with enough time to prepare to work at the allocated start time. If an employee fails to report to work as expected and has not reported their absence, this will be noted as unauthorised absence. An employee's Manager/Supervisor will try to contact them, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

Unauthorised absence will be treated as potential gross misconduct and will be dealt with through the Disciplinary Policy and Procedure.

### **3.10. Lateness**

Employees should be at work and be ready to start for their scheduled start time / sign on time. If an employee is persistently late, this is deemed a conduct issue and should be dealt with under the Disciplinary Policy and Procedure.

If you are a driver, please see section 5.2 for further information.

### **3.11. Sick Pay**

Any entitlement to Company sick pay is stated in an employee's contract of employment and is based on a rolling 12-month entitlement period.

Employees will be entitled to Statutory Sick Pay (SSP) if they satisfy the relevant statutory requirements, and this will run in line with Company sick pay. The rate of SSP is set by the government in April each year. Qualifying days for SSP are Monday to Friday, or as set out in an employee's contract of employment. From 6<sup>th</sup> April 2026 SSP is payable from the first day of absence and may be payable for up to 28 weeks across a 12-month period. If an employee is not eligible for SSP or if their SSP entitlement is coming to an end the Lothian Group will provide a form (SSP1) explaining the reasons.

Any employer and employee pension contributions will continue subject to the relevant scheme rules during any period of Company sick pay or SSP.

Company sick pay will be as per the contract of employment; however, the Lothian Group reserves the right to suspend this in the following cases:

- If an employee fails to follow the correct reporting procedures.
- On an employee's fourth period of self-certified sickness in a rolling year, only SSP will be paid unless a 'Statement of Fitness for Work' certificate from their doctor is provided.
- If an employee is issued a Final Written Warning or more than one First Written Warning for their attendance, Company sick pay may be withdrawn, and only SSP will be paid. Similarly, when an employee is absent due to sickness towards the end of a live attendance warning, the manager may re-issue the warning and withdraw company sick pay at the same time.
- If the Company believes an employee is abusing the sick pay scheme. This may take the form of regular sickness absence that appears to follow an identifiable pattern, such as an improvement in attendance while a formal warning is in place which then deteriorates when the warning expires. Sick pay may also be suspended where there is a reasonable belief or evidence to suggest that the employee is not unwell and is capable of attending work.
- In line with their contract employees will not be directly or indirectly engaged or concerned with any business other than that of the company without the prior agreement of their line manager. Even with prior agreement, they must inform their line manager if they intend to continue working in another role (employed or self-employed; paid or unpaid) whilst absent from Lothian. Lothian reserves the right to withdraw agreement, on a case-by-case basis. It may be considered gross misconduct if an employee is found to be working in a secondary external role, without or against the express written agreement of their line manager, whilst absent from Lothian. Furthermore, if the Company has reasonable belief or evidence to suggest that the employee is fit for their primary role at Lothian, company sick pay may be withdrawn and SSP only will be paid.
- In the case of any absence for non-prescribed elective surgery or procedures, holiday or unpaid leave should be requested. This is not sickness absence and therefore, it will be granted at the discretion of the Manager.
- If an employee is returning to work in line with the Welcome Back process including phased return, adjusted duties or hours, pay will be attributed accordingly:
  - ❖ Where an employee has been receiving Company sick pay and it is not exhausted, they will receive their normal pay for the hours they work and their company sick pay rate (as per an employee's contract of employment) for the remaining hours.
  - ❖ Where an employee has exhausted or has not been receiving Company sick pay, they will be paid for the hours worked only.

### **3.12. Sick leave and holidays**

If an employee is on sick leave and plans to take their annual leave and physically be uncontactable, they must ensure that they advise their Line Manager/Supervisor that this is the case.

If an employee's period of sick leave extends into the next holiday year, or if there is not enough time left in the current holiday year to make it practicable to take any remaining holiday entitlement, the employee can carry any unused holiday entitlement of a maximum of 20 days over to the following leave year [to be used within three months of their return to work].

If an employee has already taken annual leave that year, then the amount they can carry over is 20 days (for a full-time employee) minus the number of days the employee has taken in that holiday year.

Any annual leave not taken within 18 months of the end of the holiday year in which it accrues (whether or not the employee has returned to work) will be lost.

Medical evidence (i.e. a Fit Note) will be required if an employee calls in sick within the 2-week Festive period from mid- December until 2 January each year. The exact dates will be confirmed each year. Please note that the employee will be refunded for the expense of the fit note upon proof of receipt.

### **3.13. Access to medical records / referrals**

In some cases, where it is considered appropriate to seek independent medical advice, employees who give their consent may be referred to an Occupational Health Specialist as nominated by the Lothian Group. There will be no detrimental impact on those employees who do not wish to grant access to their medical records and any decision made will be based on what information is available to the Manager.

The medical report obtained will be treated in strictest confidence and the information will only be used to gain a better understanding of the employee's illness, fitness for their role, a likely date of return (if currently absent from work) and where relevant the requirement of rehabilitation.

All employees have a duty of responsibility to disclose any medical condition that may impact their role.

If an employee has an underlying medical condition identified under the Equality Act 2010, reasonable adjustments to their post will be considered.

If an employee is unwilling to give their permission to seek medical support or attend any such appointments with the Occupational Health Specialist, then the Lothian Group may have to base any conclusions regarding absence/s on the information available.

### **3.14. Disabilities**

The Lothian Group understands that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure, particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work. If an employee considers that they are affected by a disability or any medical condition which affects their ability to undertake their work, they should inform their Manager so this can be taken into consideration as early as possible.

All employees with a PCV licence are required to notify both DVLA and their Line Manager about some medical conditions as they can affect their ability to drive. Employees are required to provide their Manager with all correspondence that DVLA provide to them once a medical condition has been reported and is under investigation from the DVLA.

All reportable conditions are highlighted on the following website - <https://www.gov.uk/health-conditions-and-driving>

An employee may have to surrender their licence if either:

- Their doctor tells them to stop driving for 3 months or more;
- They don't meet the [required standards for driving](#) because of their medical condition.

### **3.15. Maternity Related Absences**

Pregnancy and maternity is classed as a "protected characteristic" under the Equality Act 2010 which means that a woman is protected against discrimination on the grounds of pregnancy and maternity during her pregnancy and any statutory maternity leave to which she is entitled. Therefore, if a pregnant employee is absent from work during their pregnancy due to a pregnancy-related illness this should not be taken into account in relation to the absence triggers.

### **3.16. Workplace Injury**

If an absence is on account of a workplace accident or disease arising from or in the course of employment, the qualifying criteria will not apply and will be as per the sickness payment table in the employee's contract of employment. The period of benefit paid to the employee would not count against entitlement to sickness pay for other illnesses.

### **3.17. Assault Pay**

Assault pay is the pay an employee will receive while absent due to injuries received as a result of an assault on duty. Employees will receive assault pay for the duration set out in their contract of employment, however the calculation will be based on their average earnings for the 10-week period prior to the assault and this rate will be paid for the full duration as set out in their contract of employment.

Management discretion may be applied where an employee has caused or contributed to the assault on duty.

### **3.18. Infectious Diseases**

If an employee is a carrier of an infectious disease or has been in contact with such a disease and are deemed incapable of work, they will require a statement from the Medical Officer for the Environmental Health advising them not to go to work.

### 3.19. Third Party Claims

In all cases where the absence is due to sickness resulting from an incident or an accident for which a third party may be liable any sick pay will be treated as a loan. Prior to payment being made the employee must complete a mandate form authorising the Company to recover any such monies paid from any subsequent settlement or from final pay if their employment is terminated.

### 3.20. Absence Monitoring

There is an expectation of all employees that they attend work as and when contracted to do so. The Lothian Group will monitor attendance at work using the process outlined below.

All instances of non-attendance (part or full day) will be recorded on the appropriate recording system by the Supervisor/Manager when the employee calls in to report absence.

When an employee hits the following trigger consideration may be given for further action:

- 2 absences within a rolling 6-month period or 3 absences within a 12-month rolling period.

**OR**

- Where patterns emerge (e.g. sickness absence before/after a weekend or holiday or a reoccurring pattern to absences (i.e. the same time off every year) etc.)

If these trigger points are met, please see Section 4.

## 4. Procedures

### Short Term Absence

- 4.1. After each absence an employee will be given a 'Welcome Back' meeting. This is an informal meeting to discuss the employee's attendance and allow the Manager/Supervisor the opportunity to make sure the employee is aware of the expected standard.
- 4.2. If the employee's attendance continues to show no improvement, then a formal meeting will be arranged.
- 4.3. When arranging a formal meeting, the following should be adhered to:
  - The employee should be advised of the reasons i.e. they have hit a trigger for the meeting in writing not less than 48 hours (2 working days) before the meeting. The letter should specify the date, time, and location of the meeting.

- The letter should specify what stage the meeting is at that the employee is invited to (1<sup>st</sup> Stage, 2<sup>nd</sup> Stage or Final).
- All employees have a statutory right to be accompanied to a formal meeting. The employee's right to bring a trade union official or other work colleague to the formal meeting should be explained in the letter and at the beginning of the meeting.
- A meeting may be adjourned if the Manager needs to gather any further information or give consideration to matters discussed at the meeting. An adjournment should not be unnecessarily lengthy. It should take as long as is required and sufficient time should be given to reach a decision. In the event that the decision may take longer than an hour and it is not possible to do this on the day, the hearing will be reconvened on another date but without delay.
- Where possible the decision of the Manager is given to the employee at the end of the meeting along with the reasons for the warning, the duration of the warning and an outline of what may happen if improvements are not made/maintained. An employee will be informed of their right to appeal. This information will also be confirmed in writing to the employee.

4.4. If an employee is absent long-term (for 28 days or more) during a live attendance warning, this warning should be paused for the duration of the absence and resumed upon the employee's return to work. For example, an employee has a first written warning for six months and, after four months, they are absent for three months. Upon their return to work the warning should be extended for up to two months. This means that the first written warning is live, while the employee is in work, for the full period of six months. Manager discretion may be applied in exceptional circumstances.

- There are 2 stages in the appeals process.
- An employee has the right to appeal against any formal action taken against them in relation to their absence. The Appeal should be in writing with the ground(s) in which the sanction should be reviewed. This will, normally, be for one or more of the following:
  - ❖ Severity of award (the case was proven however the sanction was too severe).
  - ❖ Breaches of procedure that had a material bearing on the decision.
  - ❖ Disputed evidence or new evidence subsequently coming to light.

An appeal hearing will be held by either another Manager of the same level or a more Senior Manager, where possible, independent of the person who conducted the disciplinary hearing, as applicable. In the event of a dismissal, the final appeal stage will be held by a more Senior Manager, where possible.

A decision at the 2<sup>nd</sup> stage of an appeal hearing will be final. An appeal hearing is not normally intended to repeat the detailed investigation of the non-attendance hearing, but to focus on specific factors which the employee feels have not received insufficient consideration.

4.5. Depending on the case the absence meetings do not have to be progressive.

Absence Meeting	Possible Outcome	Duration
Welcome Back Meeting	Referral for further discussion required due to triggers or current warning	
1st Stage Absence Meeting - Formal	First Written Warning	6 months
2nd Stage Absence Meeting - Formal	Final Written Warning	12 months
Final Stage Absence Meeting - Formal	Dismissal will be considered with/without notice	

4.6. Where an employee is on a specialist rota their Manager/Supervisor may choose to remove them from the rota. This may happen when the employee is issued with a first or final written warning.

#### **Long Term Absence**

4.7. All cases of long-term absence should be regularly reviewed by the Manager in conjunction with HR and may require a number of meetings with the employee before reaching a conclusion.

4.8. Where an employee has been absent from work due to ill health reasons they will be invited in writing to attend an informal wellbeing meeting with their Manager. The purpose of this meeting is to discuss the employee's medical condition and if any support can be offered to help the employee back to work. This meeting will normally take place after the employee has been absent for two weeks and should be on a regular basis and at least fortnightly. There is no right to representation at this meeting.

During absence employees are required to remain available for any necessary wellbeing or long-term absence meetings that may be scheduled during business hours (9am-5pm). Employees must also keep Lothian informed of any planned annual leave and notify of any changes to address or contact details.

- 4.9. Any absence exceeding 28 days is considered 'Long Term' and employees are required to meet with their Manager for a formal long-term absence meeting to update them on their condition (health permitting).
- 4.10. It may be necessary for a number of formal long-term absence meetings to take place in order to ascertain what support may be required to support a return and if a return is likely in the near future. The duration of time between formal long-term absence meetings and the number of meetings required will be determined by complexity of each individual case.
- 4.11. Some illnesses may be classed as a disability. A person has a disability if he or she has:  
*"A physical or mental impairment which has a substantial and long-term effect on his or her ability to carry out normal day to day activities."*
- 4.12. Impairment (that has lasted or is likely to last at least 12 months) which would / may affect a person's day-to-day activities in one or more of the following:
- Mobility
  - Manual dexterity
  - Physical co-ordination
  - Continence
  - Ability to lift, carry or otherwise move everyday objects
  - Speech, hearing or eyesight
  - Perception of the risk of physical danger
  - Memory or the ability to concentrate, learn or understand
- 4.13. In dealing with employees who are absent due to sickness or serious injury for a considerable amount of time the Manager should seek advice from HR and the Lothian Group's Occupational Health Advisor to determine if further assistance can be provided to support the employee.
- 4.14. Where an employee is unable to continue in their current role for reasons relating to ill health, advice from Occupational Health should be sought. Once the Manager is in receipt of this information, a formal long-term absence meeting should be arranged with the employee to discuss the following:
- The contents of the OH / medical reports and the employee's feedback on this.
  - An update on the employee's current condition, and if this has changed significantly since the report was issued.
  - Any current specialist and GP treatments.
  - Where applicable discussion around potential return dates.
  - Any adjustments which could be made to the employee's current role either short or long term.
  - Where reasonable adjustments cannot be made, if there are any suitable vacancies elsewhere within the business.

4.15. Where an employee is considered by Occupational Health / GP / Support Services or a professional medical person to be suffering from a disability within the meaning of the Equality Act 2010, Managers must always consider in the first instance whether there are any reasonable adjustments, which can be made to the role or if there are any other vacant suitable roles available within the Lothian Group. The Act provides examples of the sort of reasonable adjustments an employer should consider:

- To premises
- Allocating some of the tasks of role to another
- Redeployment
- Altering working hours
- Changing place of work
- Allowing time off to attend treatment, assessment, or rehabilitation
- Arranging for training
- Acquiring or modifying equipment
- Modifying work instructions or processes
- Providing a reader or interpreter

4.16. The reasonableness of adjustments will be considered when determining:

- The effectiveness of the adjustment
- The practicality of making the adjustment
- The financial cost and the effect of the disruption
- The extent of the employers financial and other resources
- Availability of financial or other assistance on a case-by-case basis
- Needs of the business.

### **Ill Health Capability**

4.17. In cases where an employee is absent from work due to long-term ill health or they become unable to continue in their current role owing to medical reasons it may be necessary to invoke the Ill Health Capability Process.

4.18. In the unfortunate event that an employee is unable to return to work and all other options have been explored then the employee will be invited to an ill-health capability meeting where they may be dismissed by reason of capability. This dismissal would be with contractual notice being paid. The employee is entitled to exercise two rights of appeal against this decision.

### **Ill Health Capability Whilst Still Working**

Where an employee is not absent from work however there are concerns regarding an underlying medical condition/s having an impact on the employee's ability to continue in their current role or undertake their full range of duties, it may be appropriate to invoke the ill health capability process outlined above.

## Ill Health Retirement

Where an employee's health has deteriorated to such an extent that they can no longer perform their duties, and all reasonable options have been explored then it may be appropriate for retirement on grounds of ill health to be considered. The criteria differ depending on which pension scheme the employee is in.

Before any pension benefits can be paid out, the employee's GP and the Lothian Group's Occupational Health provider must provide up to date medical reports to confirm the employee is not fit to work. Once these reports have been provided, they will be reviewed by our Occupational Health's provider's doctor, and if satisfied they will provide the medical certificate required to apply for ill health retirement under the terms of the pension scheme.

## 5. Drivers Only

- 5.1. **Call Offs** – All drivers who call off mid-duty citing sickness (or any reason) will be recorded as absent part duty. Any drivers who are eligible for day 1 company sick pay (due to their contractual T&Cs) wishing to claim payment for the remainder of their shift having booked off mid-duty are required to retrospectively submit a fit note or self-certificate with details of their illness. It is not automatically paid. This does not apply to overtime duties. Every part-duty call off will count towards an absence trigger point and managed under this Attendance at Work policy. Call offs for any domestic reason are not eligible for any retrospective payment. As with all absence, managers retain discretion.
- 5.2. **Lateness** – Employees reporting to work after their scheduled sign on time will have no guarantee of work being allocated. If this is the case, employees will be required to work any duty allocated to completion. In the event of a scheduled duty of any type being allocated, the duty will be paid in accordance with the relevant part of the agreement.

*Employees reporting late for work for a duty that signs on before 0700 will be guaranteed the terms of this agreement, provided they report in person at the depot no later than 30 minutes after their scheduled start time. The cut-off time for this clause is 0730 hours i.e. any duty signing on between 0700 hours and 0729 hours, the employee must have presented himself at the depot by 0730 hours at the latest.*

The above clause will only apply on one occasion in the scheduled week.

Employees reporting late, more than 30 minutes after their scheduled sign-on time, or after 0730 hours in any case, will have no guarantee of work being allocated. Employees reporting under the terms of this clause will be required to work any duty allocated. In the event of a scheduled duty of any type being allocated, the duty will be paid in accordance with the relevant part of the agreement, including for example a split duty being paid under the terms of the split agreement and a single-deck duty being paid as Clause 1.20 of this agreement.

5.3. **Returning to work** – Drivers whose duty is scheduled to start prior to 0730 hours will not be guaranteed that duty and will be given any available duty that starts before 0900 hours. Drivers who are scheduled to start between 0730 and 1200 hours will be given a duty that starts no later than 1200 hours. Drivers who are scheduled to start after 1200 hours may be given a duty from first to last sign on. Drivers who are specifically on a Backshift rota will be given a duty that starts after 1200 hours. If a Driver calls in before 12:00 they will be guaranteed their own duty the following day when they return. If they call in after this time they will be given any duty if available.

5.4. **PVC Licence Holders - Loss of Licence**

In the event that a Driver loses their licence (regardless of how long for) the capability process will be followed as outlined above. Where possible suitable employment will always be looked at as an alternative to dismissal.

## 6. Engineering and Skilled Craft Employees only

6.1. **Emergency Days** – Dayshift Employees depending on their contract may have 2 days in a calendar year to use for emergencies, with 1 day being able to be taken within a 6-month period. If these days are used, they will be deducted from the employees Annual Leave entitlement.

## 7. Linked Policies

- Managing Performance Policy
- Disciplinary Policy
- Adverse Weather Conditions Policy
- Other Leave Policy
- Family Friendly Policy

## 8. Version Control

Version No.	Date of Change	Change made by:	Key Amendments
V1.0	09/12/2019	D Nicolson	Published
V2.0	14/10/2020	S Murphy	Updated with minor changes
V3.0	08/09/2022	T Bork	Changes made to sick pay rules & removal from specialist rotas
V3.0	07/11/2024	P Jardine	Clarification to clauses 3.6 and 3.7
V4.0	03/02/2025	A McKie	Minor grammatical corrections.  Clarification to clauses 4.7, 4.8, 4.9, 4.10 between formal and informal absence meetings.  Clarification to clause 6.1 to highlight that this depends on individual contracts.
V4.0	05/05/2025	P Jardine	Minor amendment to clause 3.2 to align wording of warnings with disciplinary policy.
V5.0	April 2026	H Devereux	2.1 update on absence vs other types of leave; 2.4 update on call-off definition; 3.11 update on CSP and SSP eligibility; 4.4 addition on paused warnings during long-term absence and update on appeal manager; 4.5 update to table; 4.8 addition on availability during absence; 5.1 addition on call-offs; 5.2 update to lateness; 5.3 update to returning to work; addition of Family Friendly to Linked Policies; minor spelling/grammar/clarity corrections.

**This policy does not form part of employees' terms and conditions of employment and may be varied from time to time in accordance with business and legislative requirements.**